



**Functional Series 100**  
**Agency Organization and Legal Affairs**

**INTERIM UPDATE 08-04**

**SUBJECT:** ADS 157, USAID Volunteer Activities Policy

**NEW MATERIAL:** ADS 157, USAID Volunteer Activities Policy, is a new chapter and describes the policy directives and required procedures for volunteer and pro bono activities

**EFFECTIVE DATE:** 12/09/008

**ATTACHMENT:** [ADS Chapter 157](#)

POLICY

USAID/General Notice  
GC/EA  
12/09/008

Subject: ADS 157, USAID Volunteer Activities Policy

ADS 157, USAID Volunteer Activities Policy, is a new chapter and describes the policy directives and required procedures for volunteer and pro bono activities. Specifically it addresses conflict of interest concerns an employee must take into account when volunteering; proper use of U.S. Government time and resources when volunteering; and how and when administrative leave may be used for volunteer activities; among other areas of information.

Point of Contact: Any questions concerning this Notice may be directed to Sabrina M. Segal, GC/EA, (202) 712-5409.

Notice 1234

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<b>Remarks</b>	This IU will remain on the ADS Web site for three months.

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